

1.9 Finance director.

A. Purpose of Position. The purpose of this position is to direct and coordinate the financial, accounting, and administrative activities of the town of Kittery, to obtain optimum efficiency and economy of operations and maximize the financial soundness and integrity of the town by performing the following duties personally or through subordinate supervisors.

B. Essential Duties and Responsibilities. The following duties are normal for this job. Reference to duties and responsibilities for educational accounting and reporting for the school department will be provided upon the consolidation of the two financial accounting systems when authorized by the town council and school committee. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervises and evaluates assigned staff; manages employee concerns; directs work assignments; assures training and development for staff; determines department work procedures, prepares work schedules, assigns duties and examines for exactness, neatness and conformance with policies and procedures; and studies and standardizes procedures to improve efficiency and effectiveness of operations; trains, motivates and evaluates department staff; assists subordinates in performing duties; adjusts errors and complaints; maintains harmony among workers and resolves grievances;

2. Senior advisor to the town manager on a daily basis in the operation and financial management of the town of Kittery;

3. Coordinates and monitors financial inter and intra department transactions and services to assure proper accounting and securities are in place. Coordinates department activities with other departments and agencies as needed;

4. Responsible for the custody, collection, disbursement and investment of town funds. Work involves cash management, supervision of the collection of funds; investment of funds and supervising the work of the accounting and administrative staff;

5. Maintains daily contact with investment service regarding investment and/or transfer of town funds; maintains related records of investment activity including interest earned;

6. Monitors town funds; contacts local banks for interest rates or bids, determines amount to be invested in certificates of deposit, repurchase agreements, and tracks interest earned; facilitates the issuance of bonds and tax anticipation notes;

7. Prepares monthly and annual financial reports and additional information regarding the financial status of the town as may be required by the town manager, school superintendent, town council/school committee, or auditors;

8. Assists in the annual budget preparation and executions with direction from the town manager; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time;

9. Provides critical analyses for all town departments, the town manager, school superintendent, town council and school committee in order to assist in the making of well-informed decisions;

10. Serves as chief financial advisor to the school superintendent and provides assistance on various tasks and projects as directed;

11. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained including conformance with GOFA, Maine Department of Education and GASB;
 12. Supervises the collection of all town and educational revenues, including but not limited to taxes, various fees, motor vehicle excise taxes, and all other receipts in accordance with laws and regulations;
 13. Responsible for import and export needs of various town on-line programs and activities (for example, credit card payments);
 14. Oversees the posting and reconciliation of ledgers and accounts on a monthly basis;
 15. Directs the preparation of state and federal reports, tax reports and the necessary reporting for state and federal grants awarded to the town;
 16. Assists in commitment of taxes; mails associated tax bills; receipts all funds; deposits same; processes thirty (30) day notices and liens with labels and certified mailings;
 17. Responsible for the inventory of all town and school capital and infrastructure assets and adherence to Governmental Accounting Standard Board (GASB); works to develop with the town manager capital improvement plans;
 18. Assists town manager with risk management services and insurance applications and cost benefit analysis and program/project implementation;
 19. Responsible for the debt structuring of all town borrowings in conjunction with the town manager/treasurer. This includes securing the best possible bond ratings for each issuance. Undertakes financial analysis of town and school capital projects including TIF packaging and economic development projects; assists town planner with financial analysis of planning board applications and town project costs;
 20. Oversees payroll and accounts payable processing;
 21. Oversees and is responsible for the investment of town and educational funds;
 22. Develops financial studies and plans; forecasts, estimates and monitors the financial condition of the town to ensure the fiscal well-being of the town; makes presentations and provides professional advice to the town manager, town council, school committee, department heads, boards, committees, civic group, and the general public;
 23. Responsible for the year end audit process and preparation for the same;
 24. Provides leadership and direction in the development of short and long range plans and goal establishment; gathers, interprets and prepares data for studies, reports and recommendations with a constant proactive approach towards saving money for the town;
 25. Oversees the central computerized financial and management information and reporting system of the town; develops expansion plans for (a) further MUNIS integration among town departments, (b) improvement to electronic payment for services by credit cards, (c) coordination of purchasing through improve procedures and automation, (d) formatting and developing crystal reporting templates, (e) cost benefit analysis of technology and energy improvements, (f) implements the state of Maine recommended standard account codes and coordinates with other communities;
 26. Appointed as deputy treasurer/tax collector to assist the town manager in carrying out the manager's duties in the appointed position of treasurer and tax collector.
- C. Additional Duties and Responsibilities.
1. Performs general management duties as assigned by the town manager including representing the town on various boards and committees as necessary and directed.

D. Essential Training and Experience Required to Perform Essential Functions. Graduation from an accredited four-year college or university with a degree in accounting, finance, business administration,

and preferably five years of progressively responsible municipal finance work. Certified public accountant preferred, but not necessary. The person in this position is required to be bonded at town expense and remain bonded while employed by the town of Kittery.

E. Minimum Physical and Mental Abilities Required to Perform Essential Functions.

1. Physical Requirements.

a. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone;

b. Must be able to move or carry job-related objects or materials;

c. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.;

d. Physical demand requirements are at levels of those for sedentary or office environment work.

2. Numerical Aptitude.

a. Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; compute discount, interest, profit and loss, ratio and proportion; and interpret same as may be appropriate.

3. Language Ability.

a. Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;

b. Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

4. Interpersonal Communication.

a. Requires the ability to communicate with people to convey or exchange professional information.

5. Environmental Adaptability.

a. Requires the ability to interact with people (i.e., staff, general public and elected officials) beyond giving and/or receiving instructions;

b. Work is normally performed in an office environment. Headaches, eye strain, carpal tunnel syndrome, and related occupational hazards associated with computer work reflect most common potential for injury.